



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #2 - Open Door Policy

1. Applicability. This policy applies to all Soldiers, DA Civilians, Japanese employees, and Family members of the 1st Battalion, 1st Air Defense Artillery Regiment.
2. **Every Soldier in the battalion has the right to meet with the Commander/Command Sergeant Major. This can be accomplished through our open door policy.**
3. Open Door Policy: We are accessible to all Snake Eyes personnel and Family members to discuss any problem left unresolved through their normal chain of command and we charge all leaders to respond to their subordinate's needs. We want Soldiers to always use their chain of command first since it is the quickest and most efficient way to solve a problem. However, if the chain of command is unsuccessful in addressing problems satisfactorily or if they are part of the problem, our doors are always open. It should be immediately brought to our attention, by one of the following methods:
 - a. Any member of this command may see us (together or separately) on a "walk in" basis. No appointment is necessary.
 - b. If the "walk in" is inconvenient because of training or other requirements, an appointment can be made through members of the command group.
4. This policy letter will remain in effect until canceled or superseded.

"FIRST AMONG EQUALS!"

FINIS A. DODSON
CSM, USA
Battalion Command Sergeant Major

JANELLE E. EICKHOFF
LTC, AD
Commanding